

Board of Selectmen Meeting
Tuesday, September 22, 2020
Remote participation: Zoom Meeting

Meeting ID: 845 6804 9270

The Board of Selectmen met on Tuesday, September 22, 2020 at 7:00 p.m. by remote participation via Zoom Meeting (Meeting ID: 845 6804 9270). Those present were Chair Alan Lewis, Barney Arnold, Kate Reid, Luke Ascolillo and David Model.

*This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzvs59zwk>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes shall be by roll call.

Community Input:

There were no requests.

LEPC Update:

COVID-19 Confirmed and Probable Cases in the Town of Carlisle as of September 23, 2020

Confirmed Case (tested) 22

Probable Case (clinically diagnosed) 12

Carlisle remains a low risk town.

Annual Senior Flu Clinic - Registration is required this year. The Annual Senior Flu Clinic (65 years and older) will be a DRIVE_THRU Clinic on Friday, October 2, 2020 from 10-12pm in the St Irene's Catholic Church parking lot off East Street. Registration is required this year. To register and reserve your vaccine time-slot call the COA office. Senior Flu Clinic information, registration and consent forms will be available online at the Town website.

Halloween Celebration - The Cheer Team, in cooperation with the Halloween Committee in the town center, is proposing an alternative to the traditional Carlisle Halloween celebration due to the COVID pandemic. In recent years, the Town Center has had 600-900 trick or treaters come out. This is not safe this year, so the goal is to spread people out by having at least 5 neighborhoods around town host trick or treating in addition to the Town Center.

Discussion with Town Accountant:

Town Accountant Priscilla Dumka announced her plans to retire. Ms. Dumka explained that she is providing the Board of Selectmen with one-year notice to allow sufficient time to search for her replacement.

The Board of Selectmen took the opportunity to thank Priscilla for her many years of dedicated service to the town.

Approval process for Town payroll/bill warrants:

Ms. Dumka recommended that the Board of Selectmen vote to appoint a member and an alternate to review and approve town payroll and expense warrants. The warrants will still be available to all members of the board upon request. Ms. Dumka explained that all future BOS meeting agendas will need to include an item for approved town payroll/expense warrants reports.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to designate Barney Arnold to be the designee and David Model to serve as the alternate. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Presentation by TEC Engineering re: Small Bridge Program

The Town of Carlisle has been awarded \$85K from the Massachusetts Department of Transportation (MassDOT) from The Municipal Small Bridge Program. This program provides for state reimbursement to municipalities of up to 100% of the total design and construction cost of eligible projects. MassDOT performs inspections and reimburses the actual project costs not exceeding awarded amount.

TEC Engineering applied for the grant on behalf of the town approximately two years ago to address safety issues at the Maple Street and Curve Street bridges reported by MassDOT inspectors. The grant covers design costs to repair and upgrade at both locations. The town will need to apply for a separate grant to cover the cost of construction. Each municipality may receive up to \$500,000 per year to aid in the replacement and preservation of municipally owned bridges.

Maple Street Bridge:

TEC will design traffic safety features to redesign approaches to the bridge and updating guard rail

Curve Street Bridge:

TEC to design replacements for the rail on top of the concrete curb, rail transitions and a new guardrail.

TEC will assist the town in applying for the construction grant funds. The estimated construction cost for both bridges is \$300K which includes the costs for site surveys, wetlands flagging, and permits for wetlands disturbances.

On the motion made by Luke Ascolillo and seconded by Barney Arnold, it was unanimously **VOTED** to accept the grant funding and to approve the design services proposed for the Curve Street and Maple Street bridges prepared by TEC Engineering Inc. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Close/Finalize October 17th Special Town Meeting Warrant:

A Special Town Meeting will be on Saturday, October 17, 2020 at ten o'clock in the morning at the outdoor plaza adjacent to the Spalding Building at the Carlisle Public School at 83 Church Street.

Reduced quorum

Town Moderator Wayne Davis recommends that the Board of Selectmen reduce the quorum of town meeting from 150 voters to 75.

On the motion made by Katherine T. Reid and seconded by Barbara T. Arnold, it was unanimously **VOTED** to reduce the quorum of the October 17, 2020 Special Town Meeting from 150 voters to 75 voters. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Finalize/Close Special Town Meeting Warrant

FY21 Budget - Finance Committee chair Jim Darr explained that there continues to be substantial financial uncertainty facing the Town, both in FY21 and in FY22. The Finance Committee recommends keeping total operating expenditures at the level approved in June. Although total expenditures would remain the same, there are numerous changes in departmental and other line items. The increases are all due to personnel costs, either from the COLA approved by the Board of Selectmen (BOS) in June or changes in hours and grades approved by the Board of Selectmen or from approved collective bargaining agreements. The Finance Committee has proposed offsetting those budget increases with savings from the CCRSD operating budget and debt service as a result of a smaller share of students originating from Carlisle. This savings is \$219,995. Also proposed is lowering the proposed contribution to OPEB by \$144,307.

Long-term capital projects include a new air compressor at the Fire Station, a new police cruiser and a pickup truck for the Department of Public Works. Finance Committee proposed \$43K for the DPW truck and plow be taken from Free Cash.

Facilities maintenance (\$300k)

Upon the request of Kate Reid, it was agreed to have Town Counsel broaden the language in article 6 to allow more flexibility to the Municipal Facilities Committee. The committee would like more flexibility to choose critical items as part of the ongoing facilities maintenance and improvement projects at the Town Hall, Police Station, Fire Station, Gleason Library and Department of Public Works facilities pending quarterly reports/updates by the Municipal Facilities.

Luke Ascolillo reviewed the following CPA funding requests:

- \$10K to update the building inventory in Carlisle's historic district.
- \$250K to restore the Greenough Dam, contingent upon the project receiving a grant from the MA Dam, Levee and Seawall Repair Program.
- \$16K to repair the Town Clock
- \$25K to restore windows in the Brick Building
- \$50K in funding for the Carlisle Affordable Housing Trust.

The Board of Selectmen voted to include the following warrant articles on the October 17, 2020 Special Town Meeting Warrant as follows:

ARTICLE 1.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No. 1 Prior Year Bills on the October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 2.

On the motion made by David Model and seconded by Luke Ascolillo, it was **VOTED** to include Warrant Article No 2 – Adjustments to FY2021 Operating Budget on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 3.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include to include Warrant Article No 3 – Special Appropriations on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 4.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 4 – Application of Bond Premiums on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 5.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 5 – Capital Equipment on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 6.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 6 – Municipal Facilities on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 7.

On the motion made by Luke Ascolillo and seconded by Kate Reid, it was **VOTED** to include Warrant Article No 7 – CPA Annual Recommendations on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 8.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 8 – Funding for Cranberry Bog Maintenance Project on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 9.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 9 – Amend the Carlisle General Bylaws – to change Board of Selectmen to Select Board on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 10.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to include Warrant Article No 10 – Amend the Carlisle Zoning Bylaws – to change Board of Selectmen to Select Board on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

ARTICLE 11.

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was **VOTED (4-0-1)** to include Warrant Article No 11 – Lowell Street Easement on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel. ROLL CALL VOTE: L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye.

Barney Arnold abstained from voting on Article No. 11

ARTICLE 12.

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was **VOTED** to include Warrant Article No 12 - Rescind General Bylaw 3.10, Long Term Capital Requirements Committee on October 17th Special Town Meeting Warrant subject to final revisions as to form by Town Counsel. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Appointments/Resignations

Community Preservation Committee

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint Maureen Cosgrove-Deery to the Community Preservation Committee to serve as the Carlisle Affordable Housing Trust representative with a term expiring June 30, 2021.

Highland Building Committee

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint the following individuals to serve on the Highland Building:

- Luke Ascolillo (Board of Selectmen)
- Melissa McMorrow (Finance Committee)
- Annette Lee (Historical Commission)
- Kathy Keller (Historical Commission)
- John Troast (Historical Society)
- Chief Bryan Sorrows (Fire Department)
- John Ballantine (Master Plan Steering Committee)
- Jerome Lerman (Municipal Facilities Committee)
- Director Joan Ingersoll and Walter Hickman (Council on Aging)

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Town Administrator's Report

Meeting with MIIA Health

The meeting with MIIA Health went well; they represent Blue Cross/Blue Shield health insurance exclusively, allow input into plan design and are eager to give us a quote for health insurance for FY22. In order to investigate a quote the Board will have to vote to authorize MIIA to solicit price quotes from insurance carriers.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to authorize MIIA and the Town Administrator to solicit health insurance quotes on behalf of the Town for FY22.”

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Approval of DPW Paving & Sand/Salt Contracts

The Town recently went to bid on a number of DPW items including sand, salt and several paving categories. At the request of the Town Administrator, the Board of Selectmen voted to award the following contracts:

1. FY21 Road Salt Contract Award

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to award a one year contract for road salt to Eastern Minerals of Lowell, MA at the price of \$45.50 per ton, renewable for two years at the sole discretion of the Town. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

2. FY21 Paving Contract Award (Bid Items: #1, #3 and #5):

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to award a one year contract for Items #1, #3, and #5 on the Town of Carlisle’s FY21 Bituminous Paving bid to Newport Construction of Nashua, NH, renewable for two years at the sole discretion of the Town.” ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

3. Vote to award FY21 Paving Contract (Bid Items: #4 and #7):

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to award a one year contract for Items #4 and #7 on the Town of Carlisle’s FY21 Bituminous Paving bid to Allied Paving of Chelmsford, MA, renewable for two years at the sole discretion of the Town. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

4. Vote to award FY21 Paving Contract (Bid Items: #2 and #8)

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to award a one year contract for Items #2 and #8 on the Town of Carlisle’s FY21 Bituminous Paving bid to Brox Industries of Dracut, MA, renewable for two years at the sole discretion of the Town. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Note: A tiebreaker was used for Bid item #2, since three bidders had each bid \$62.00/ton for the item.

Backup Animal Control Officer

Larry Sorli has indicated his desire to retire as backup Animal Control Officer. He has a successor in mind and Police Chief Fisher is agreeable unless the Board wants to solicit wider interest.

Municipal Aggregation

Town Administrator met with Carlisle Energy Task Force Chair Bob Zogg met and would like to meet with the Board of Selectmen on October 13th for a continued discussion of municipal aggregation renewal. In advance of the next meeting, CETF has asked the selectmen to consider the following:

- *Would you like to add a third (optional) offering under which the VRECs are 100% MA Class I?*
- *Would you like the default offering to include:*
 - *Some portion of Class I (or other type) of VRECs that may provide more additionality than National Wind VRECs?*
 - *No non-renewable sources?*

MAPC Council – Reappointment

On the motion made by Barney Arnold and seconded by Luke Ascolillo, it was **VOTED** to appoint Kate Reid to the MAPC Council to represent the Town of Carlisle for a three-year term.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Meeting Schedule:

Tuesday, October 6, 2020

Tuesday, October 13, 2020

Saturday, October 17th – Special Town Meeting

Tuesday, October 27th – Regular BoS meeting

Approval of Minutes:

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to approve the minutes of September 8, 2020 as amended. ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to adjourn the meeting. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and Kate Reid-Aye.

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material
- October 17, 2020 Special Town Meeting Warrant
- PowerPoint presentation by TEC Engineering, Inc.